



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NORTH CAROLINA  
U.S. PROBATION OFFICE



POSITION ANNOUNCEMENT - No. 10-03P

U.S. Probation Officer

**OPENING DATE:** February 5, 2010

**LOCATION:** To be determined

**CLOSING DATE:** Open Until Filled

First/Interim Cut-Off Date: February 26, 2010

**Grade:** CL 25 -(\$39,522 - \$65,220)\*

**Promotional Potential** CL 28 (\$55,027 - \$92,209)

\*Depending upon Location, Qualifications, and Experience

**Description of Vacancy:**

The U.S. Probation Office is seeking qualified applicants for a full-time probation officer position. This position will conduct investigations, provide sentencing recommendations to the Court, supervise offenders and perform pretrial duties.

**Representative Duties:**

**Investigative Duties:** The incumbent conducts investigations and prepares reports for the court with recommendations for sentencing of individuals convicted of federal offenses. The preparation of these reports requires: interviewing offenders and their families, investigating the offense, prior record and financial status of the offender, and contacting law enforcement agencies, attorneys, victims of the crimes, schools, churches, and civic organizations. An integral part of this process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law. The incumbent testifies in court as to guideline applications and serves as a resource to the court to facilitate proper imposition of sentence.

**Supervision Duties:** The incumbent supervises defendants/offenders to maximize adherence to imposed conditions, reduce risk to the community and to provide correctional treatment. This is accomplished through personal contact with defendants/offenders in office and community settings. Offenders' employment, sources of income, life style and associates are investigated to assess risk and measure compliance. Written reports of detected violations are prepared with appropriate court testimony and disposition recommendations.

**Qualification Requirements:**

1. To qualify at the CL 25 level: A four-year degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, accounting, education, business or public administration and one year of specialized, progressively responsible experience, gained after the completion of a bachelor's degree, in criminal or financial investigations, report writing, probation, pretrial services, human services, parole, corrections, counseling, or work in substance abuse/addiction treatment.

**Educational Substitutions:** Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following requirements may be substituted for one year of specialized experience: 1) An overall "B" grade point average equaling 2.90 or better; 2) Standing in upper 1/3 of class; 3) A "B+" (3.5) average or better in the major field of study; and 4) Election to membership in Phi Beta Kappa or other acceptable national honor societies. Completion of academic year of graduate work (30 semester or 45 quarter hours) in a field of study closely related to the position equates to one year of specialized experience.

**Experience as a police, custodial, or security officer, other than any criminal investigative experience, does not qualify as specialized experience.**

2. Excellent written and oral communication skills, proofing and grammatical skills.
3. Excellent computer skills, in particular, word processing.
4. Ability to exercise initiative in handling assignments; to perform thorough investigations; to analyze and evaluate varied information from multiple sources and form conclusions; and, to write clear, concise, grammatically correct reports while meeting strict deadlines.
5. Must possess unquestioned integrity, maturity of judgment, and trust.
6. Have a demonstrated ability to meet people, inspire confidence, and secure cooperation and teamwork.
7. Applicants must be a U.S. citizen and must also meet age and physical standards established under the Federal Employees Retirement System and its provisions for law enforcement personnel.

**Physical Requirements and Maximum Entry Age:**

1. The duties of probation officers require the investigation and management of convicted criminal offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are convicted of committing Federal offenses.
2. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

**Background Investigation, Drug Screening, and Medical Standards:**

Prior to appointment, the selectee considered for this position will undergo an extensive Office of Personnel Management (OPM) background investigation, medical examination, and drug screening. Upon successful completion of the background investigation, medical examination, and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as a condition of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations and drug screening. If a provisional hire is authorized, continued employment will be contingent on successful completion of the OPM investigation.

**Salary and Benefits:**

The appointment will be made at a salary grade of CL 25 with promotional potential to the CL 28 as indicated. If a candidate selected is transferring from another district, he/she may be appointed up to the CL 28, depending upon experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick leave and family leave, health and life insurance, flexible benefits program, portable retirement plan with matching contributions, flexible work schedule, and a professional environment.

**Application Procedures:**

All interested persons should submit an application package which is to include: a cover letter, the official AO78 Application Form, the supplemental data form, the required essay, a copy of the last two performance evaluations, and a certified copy of transcripts for bachelors degree and any advanced degree. Forms and additional information are available via the Internet at: [www.ncep.uscourts.gov/employment.htm](http://www.ncep.uscourts.gov/employment.htm). Application packages received by the interim cutoff date will be given first consideration.

Application packages should be mailed to: U.S. Probation Office, Attn: Jennifer Leinwand, 310 New Bern Avenue, Room 610, Raleigh, NC 27601. Envelope should be clearly marked "CONFIDENTIAL."

Testing, interview-related travel expenses, and any relocation expenses must be paid by the applicant. Further questions or inquiries may be directed to 919-861-0228. More than one position may be filled by this vacancy announcement.

**The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice.**

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